



Metro Hartford Information Services

Personal Computer Training Registration

Date: _____

Name: _____ Employee No: _____

Title: _____ Phone: _____

Department: _____ Division: _____

Requested Computer Course(s):

_____	Date: _____
_____	Date: _____
_____	Date: _____

Basic program skills are a prerequisite for attending Intermediate and Advanced level classes. Participants who do not have these skills or have not completed the prerequisite requirements will be excused from class.

All classes will be held in the Metro Hartford Information Services Personal Computer Training Room, 260 Constitution Plaza (enter off Market Street). Classes will start **promptly** at 9 a.m. Please allow adequate time for parking.

Please make note of class date and time on your calendar, as ***confirmations or reminders will not be sent.*** You will be contacted **only** if the class is cancelled or if registrations exceed capacity. Attendance is based on availability. You will be notified of an alternate date if the class is full.

Please be certain you will be able to attend the class(s) you register for. If you are unable to attend the class please extend the courtesy of notifying John Tuller so others may attend in your absence. Your Department Head will be notified if you register but do not attend or call to cancel prior to the class.

You may complete this form, download it to your desktop computer and email it as an attachment to jtuller@metrohartford.net. Or, you can complete and fax it to John Tuller at 722-6014. Complete course descriptions are at www.hartford.gov/info_services/training.htm.